King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 7 **Inmate Services**	
7.03.003, **Uniforms, Bedding and Linen Supplies**	Approved By:	Director Allen Nance
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Purpose
To establish guidelines for providing inmates with a regular exchange of uniforms, bedding, and linen.

Policy
It is the policy of the department to maintain a stock of clean uniforms, bedding, and linen to ensure availability for initial issuance and regularly scheduled replacement/exchange of these items to the inmate population.

References
Department Policy: 6.03.007, Transgender Inmates
Other: Settlement Agreement with the United States Department of Justice

Definitions
Clothing exchange: The process of providing clean clothing and linen items to inmateson a regularly scheduled basis.
Bedding: Mattresses and blankets.
Linen: Towels.
Bedroll: Two blankets, two bars of soap, one comb, one toothbrush, and one tube of toothpaste issued to each inmate, unless safety or security issues preclude.

A. General Guidelines

1. Clothing exchange shall be pre-scheduled and conducted weekly.
2. All worn-out items shall be removed from stock.
3. Corrections officers are responsible for overseeing inmate workers during:
   a. The collection and distribution of uniforms, linen and bedding.
   b. The laundering of uniforms, linen and bedding.
   c. The preparation of laundry carts for distribution of uniforms, linen and bedding.
4. Unless safety or security issues preclude, all newly booked inmates shall be issued a bedroll prior to being escorted to their assigned housing unit.
5. Laundry bins containing clean or soiled uniforms, linen, or bedding shall be covered.
6. The laundry officer shall ensure all linen cabinets and/or laundry carts are stocked with clean uniforms, underwear, linen, and blankets. When applicable, these areas include but are not limited to:
   a. Intake, Transfer and Release (ITR).
   b. Medical units.
   c. Psychiatric units.
   d. Receiving units.
7. Unless safety and security issues preclude, inmates shall be provided the following items weekly:
   a. Two uniforms.
   b. Four pairs of socks.

c. Seven pairs of underwear.
d. Three bras, female/transgender inmates only following department policy 6.03.007, Transgender Inmates.
e. Two towels.

8. Unless safety and security issues preclude, blankets will be exchanged every two weeks.
9. Officers identifying mattresses that need replacement or repair shall contact the Maintenance and Supply unit for replacement.
10. Officers shall ensure every inmate is provided a sanitized mattress at the time of issue.
11. Officers disseminating extra linen, mattresses, uniforms, or underwear for a medical reason shall require a signed pink or green medical slip.
12. Unit officers shall provide clean uniforms and towels for incoming transfers who have missed linen exchange, before the end of their shift.